

This Enrolment Form is split into 3 sections:

- Section 1 - Personal details. The Data Provision Requirements 2012 requires all Registered Training Organisations (RTOs) registered with ASQA to provide an annual summary report of their performance against the learner engagement and employer satisfaction quality indicators to ASQA. This requires us to gather certain information from students which are laid out in this section.
- Section 2 – complete if you don't have a Unique Student Identifier number and want ATS to obtain one on your behalf.

Boxes in orange are to be completed by the student and boxes in green are completed by an ATS representative.

The Student Information Guide which is available for download via the ATS website: [www.atsrto.com.au](http://www.atsrto.com.au) must be read in conjunction with this Enrolment Form. If you are unable to access our website please contact the Administration department on 1300 772 728.

Student Enrolment Type (Office use only)	<input type="checkbox"/> JAP/DES Referral <input type="checkbox"/> Self-Referral <input type="checkbox"/> Employer based			
Course Code & Title:				
<b>Section 1 - Personal Details</b>				
Surname:		Given Name:		Title: Mr /Mrs / Miss / Ms/Dr:
Other Names:		Preferred Name:		
Date of Birth: dd/mm/yyyy		Town/City of Birth:		
Gender:	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Indeterminate/Intersex/Unspecified			
Home phone:		Mobile:		Work:
Email address:		Alternative email address (optional):		
Preferred contact method:	<input type="checkbox"/> Email <input type="checkbox"/> Mobile <input type="checkbox"/> Mail			
Residential Address:		Postal address (if different from residential address)		
Building/Property Name:		Building/Property Name:		
Flat/Unit Number:		Flat/Unit / PO Box Number:		
Street Number & Name:		Street Number & Name:		
Suburb, locality or town:		Suburb, locality or town:		
State/Territory:		State/Territory:		
Postcode:		Postcode:		
<b>Emergency contact details</b>				
Name:		Relationship:		
Emergency Phone:		Emergency Mobile Phone:		

General Information				
1) In which country were you born?	Australia <input type="checkbox"/>	<input type="checkbox"/> Other, please specify: _____		
2) 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: _____			
3) How well do you speak English?	<input type="checkbox"/> Very well <input type="checkbox"/> Well <input type="checkbox"/> Not well <input type="checkbox"/> Not at all			
4) Are you of Aboriginal or Torres Strait Islander origin? (For persons of both Aboriginal and Torres Strait Islander origin, mark both 'Yes' boxes.)	<input type="checkbox"/> No <input type="checkbox"/> Yes, Aboriginal <input type="checkbox"/> Yes, Torres Strait Islander			
5) Do you consider yourself to have a disability, impairment or long-term condition? If yes, please indicate the areas of disability, impairment or long term condition. (tick as many as apply)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Hearing/deaf <input type="checkbox"/> Intellectual <input type="checkbox"/> Mental illness <input type="checkbox"/> Vision <input type="checkbox"/> Physical <input type="checkbox"/> Acquired brain impairment <input type="checkbox"/> Learning <input type="checkbox"/> Medical condition <input type="checkbox"/> Other			
6) What is your highest COMPLETED school level	<input type="checkbox"/> Year 12 <input type="checkbox"/> Year 11 <input type="checkbox"/> Year 10 <input type="checkbox"/> Year 9 <input type="checkbox"/> Year 8 <input type="checkbox"/> Never attended school			
7) Are you still attending secondary school?	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Previous qualifications				
8) Have you SUCCESSFULLY completed any of the following qualifications?	<input type="checkbox"/> Yes <input type="checkbox"/> No			
9) If YES, please enter <b>one</b> of these Prior Education Achievement Recognition Identifiers <b>any</b> applicable qualification level.  A – Australian E – Australian equivalent I - International  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:  A – Australian E – Australian equivalent I - International	<b>A</b>	<b>E</b>	<b>I</b>	
				Bachelor Degree or Higher Degree
				Advanced Diploma or Associate Degree
				Diploma (or Associate Diploma)
				Certificate IV (or Advanced Cert/Technician)
				Certificate III (or Trade Certificate)
				Certificate II
				Certificate I
			Certificates other than the above	
Employment Details				
10) Of the following categories, which BEST describes your current employment status? (tick one box only)				
01 Full-time employee	<input type="checkbox"/>	05 Employed – unpaid worker in a family business	<input type="checkbox"/>	
02 Part-time employee	<input type="checkbox"/>	06 Unemployed – seeking full-time work	<input type="checkbox"/>	
03 Self-employed – not employing others	<input type="checkbox"/>	07 Unemployed – seeking part-time work	<input type="checkbox"/>	
04 Self-employed –employing others	<input type="checkbox"/>	08 Not employed – not seeking employment	<input type="checkbox"/>	

11) Which of the following classifications BEST describes your current or recent occupation?		
1 Managers <input type="checkbox"/>	3 Technicians and Trade Workers <input type="checkbox"/>	7 Machinery Operators and Drivers <input type="checkbox"/>
2 Professionals <input type="checkbox"/>	4 Community and Personal Service Workers <input type="checkbox"/>	8 Labourers <input type="checkbox"/>
6 Sales Workers <input type="checkbox"/>	5 Clerical and Administrative Workers <input type="checkbox"/>	9 Other <input type="checkbox"/>
12) Which of the following classifications BEST describes the Industry of your current or recent Employer?		
A - Agriculture, Forestry and Fishing <input type="checkbox"/>	L - Rental, Hiring & Real Estate Services <input type="checkbox"/>	C - Manufacturing <input type="checkbox"/>
N - Administrative & Support Services <input type="checkbox"/>	D - Electricity, Gas, Water & Waste Services <input type="checkbox"/>	F - Wholesale Trade <input type="checkbox"/>
H - Accommodation & Food Services <input type="checkbox"/>	M - Professional, Scientific & Technical Services <input type="checkbox"/>	E - Construction <input type="checkbox"/>
I - Transport, Postal & Warehousing <input type="checkbox"/>	J - Information Media & telecommunications <input type="checkbox"/>	B - Mining <input type="checkbox"/>
O - Public Administration & Safety <input type="checkbox"/>	Q - Health Care and Social Assistance <input type="checkbox"/>	G - Retail Trade <input type="checkbox"/>
K - Financial and Insurance Services <input type="checkbox"/>	R - Arts and Recreation Services <input type="checkbox"/>	P - Education and Training <input type="checkbox"/>
S Other Services <input type="checkbox"/>		
<b>Study reason</b>		
13) Of the following categories, which BEST describes your main reason for undertaking this course?		
01 To get a job <input type="checkbox"/>	06 It was a requirement of my job <input type="checkbox"/>	
02 To develop my existing business <input type="checkbox"/>	07 I wanted extra skills for my job <input type="checkbox"/>	
03 To start my own business <input type="checkbox"/>	08 To get into another program of study <input type="checkbox"/>	
04 To try for a different career <input type="checkbox"/>	12 For personal interest or self-development <input type="checkbox"/>	
05 To get a better job or promotion <input type="checkbox"/>	11 Other reasons <input type="checkbox"/>	
<b>Victorian Student Number (if applicable)</b>		
14) A Victorian Student Number (VSN) is allocated to all school and VET Students up to 24 years of age upon their first enrolment in a Victorian school from 2009 or their first enrolment in a VET training provider from 2011.		
Enter your Victorian Student Number:	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
If you have provided your VSN go to question 16. If you have not provided a VSN, is it because:	<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. <input type="checkbox"/> Yes - I have attended a Victorian School since 2009: Most recent school attended _____ <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). _____ _____	

Previous Work Experience					
15) Have you previously worked in any of the following industries?					
Mining <input type="checkbox"/>	Manufacturing <input type="checkbox"/>	Construction <input type="checkbox"/>	Transport <input type="checkbox"/>	Rail <input type="checkbox"/>	Warehousing <input type="checkbox"/>
Please provide details:					
16) Do you hold any machine operator tickets?					<input type="checkbox"/> Yes <input type="checkbox"/> No
If YES, please provide details:					
Unique Student Identifier (USI)					
17) Enter your Unique Student Identifier				<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"/>	
If you do not have a USI already, would like Australian Testing Services to apply for it on your behalf tick <input type="checkbox"/> Yes <input type="checkbox"/> No					
If you would like us Australian Testing Services (ATS) to apply for a USI on your behalf you must authorise us to do so and declare that you have read the privacy information at < <a href="https://www.usi.gov.au/documents/privacy-notice-when-rto-applies-their-behalf">https://www.usi.gov.au/documents/privacy-notice-when-rto-applies-their-behalf</a> >. You must also provide some additional information as noted at the end of this form so that we can apply for a USI on your behalf.					
18) Do you wish to apply for National Recognition or Credit Transfers? If YES, certified copies of transcripts from previous qualifications must be provided with this form.					<input type="checkbox"/> Yes <input type="checkbox"/> No
19) Do you wish to apply for Recognition of Prior Learning?					<input type="checkbox"/> Yes <input type="checkbox"/> No
Please list the evidence you will provide to support your RPL application.					
Do you believe you may require any additional support to complete this course?					<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please specify.					

## ASQA Privacy Notice

Under the Data Provision Requirements 2012, Australian Testing Services (ATS) 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 ATS for statistical, regulatory and research purposes. ATS 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)).

## Victorian Government VET Student Enrolment Privacy Notice

The Victorian Government, through the Department of Education and Training (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

Australian Testing Services (ATS) is required to provide the Department with student and training activity data. This includes personal information collected in the ATS enrolment form and unique identifiers such as the Victorian Student Number (VSN) and the Commonwealth's Unique Student Identifier (USI).

ATS provides data to the Department in accordance with the Victorian VET Student Statistical Collection Guidelines, available at <http://www.education.vic.gov.au/training/providers/rto/Pages/datacollection.aspx>.

### 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.

A student's USI may be used for specific VET purposes including the verification of student data provided by ATS; the administration and audit of VET providers and programs; education-related policy and research purposes; and to assist in determining eligibility for training subsidies.

### 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. In particular, 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, investigation 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 enrol 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 ATS's Office Manager in the first instance by phone 1300 772 728 or email [courses@atsrto.com.au](mailto:courses@atsrto.com.au).

## Further information

For further information about the way the Department collects and handles personal information, including access, correction and complaints go to <http://www.education.vic.gov.au/Pages/privacypolicy.aspx>.

For further information about Unique Student Identifiers, including access, correction and complaints, go to <http://www.usi.gov.au/Students/Pages/student-privacy.aspx>.

## Student Declaration and Consent

By signing this acceptance you understand and agree to the following:

- That the information you have provided on this form is true, correct and complete.
- That you have been provided with appropriate and sufficient information to make an informed decision about your enrolment in this course.
- That you have been provided with or access to detailed information about the fees and charges associated with your course enrolment including information on tuition fees, administration fees, materials fees, payment terms and the applicable Fees & Refunds Policy.
- That you have read, understand and agree to the policies and procedures in the Student Information Guide.
- Your responsibilities as a Student.
- Our responsibilities as the RTO.
- To provide ATS with up to date and accurate contact details and notify ATS of any changes.
- Consent to ATS using my personal details in accordance with the Australian Privacy Principles as they will only be used for the purposes conducting and administering this course.
- I further consent that I believe I am physically capable of completing this course and that in the event of an emergency, first aid assistance may be rendered to me and should I require it, emergency services, including an ambulance, be called on my behalf.
- 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.
- I acknowledge that I have read the Victorian Government's VET Student Enrolment Privacy Notice.

**Note:** Your rights as a consumer are protected under the Australian Consumer Act 2011, consumers who buy goods or services are provided with consumer guarantees which offer the same rights and protection throughout Australia.

Student Name:		Signature:		Date:	
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*\*Parental/guardian consent is required for all students under the age of 18.*

Parent/Guardian Name:		Signature:		Date:	
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Do you wish to be included on our distribution list to receive news from ATS?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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## Section 2 - Authorisation for ATS to obtain a Unique Student Identifier (USI) on your behalf

If you would like us Australian Testing Services (ATS) to apply for a USI on your behalf you must authorise us to do so and declare that you have read the privacy information at <<https://www.usi.gov.au/documents/privacy-notice-when-rto-applies-their-behalf>>. You must also provide some additional information as noted at the end of this form so that we can apply for a USI on your behalf.

I [NAME] .....authorise Australian Testing Services to apply pursuant to sub-section 9(2) of the Student Identifiers Act 2014, for a USI on my behalf.

I have read and I consent to the collection, use and disclosure of my personal information (which may include sensitive information) pursuant to the information detailed at <<https://www.usi.gov.au/documents/privacy-notice-when-rto-applies-their-behalf>>, and NCVER policies, procedures and protocols published on NCVER's website at [www.ncver.edu.au](http://www.ncver.edu.au)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Town/City of Birth \_\_\_\_\_  
(please write the name of the Australian or overseas town or city where you were born)

We will also need to verify your identity to create your USI. Please provide details for **one** of the forms of identity below.

Please ensure that the name written in 'Personal Details' section is exactly the same as written in the document you provide below.

1. **Australian Driver Licence** State: \_\_\_\_\_ Licence Number: \_\_\_\_\_

2. **Medicare Card** Medicare card number \_\_\_\_\_

Individual reference number (next to your name on Medicare card): \_\_\_\_

Card colour: (select which applies)

Green Expiry date \_\_\_\_/\_\_\_\_/\_\_\_\_ (MM/YYYY) Yellow / Blue Expiry date \_\_\_\_/\_\_\_\_/\_\_\_\_ (DD/MM/YYYY)

3. **Australian Birth Certificate** State/Territory \_\_\_\_\_

Details vary according to State/Territory (see note above)

4. **Australian Passport** Passport number \_\_\_\_\_

5. **Non-Australian Passport** (with Australian Visa)

Passport number \_\_\_\_\_ Country of issue \_\_\_\_\_

6. **Immicard** Immicard Number \_\_\_\_\_

7. **Citizenship Certificate**

Stock number \_\_\_\_\_ Acquisition date \_\_\_\_/\_\_\_\_/\_\_\_\_

8. **Certificate of Registration by Descent** Acquisition date \_\_\_\_/\_\_\_\_/\_\_\_\_