



# ENROLMENT FORM

Complete this form to apply for enrolment with Asset College. All questions must be answered in order to process your application. **Please print clearly using BLOCK LETTERS.**

## 1. STUDENT DETAILS

<b>Name:</b>	Title	Given Name	Middle Name	Surname	Preferred Name
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Organisation:</b>	Company Name			Date of Birth	
	<input type="text"/>			<input type="text"/>	

## 2. CONTACT DETAILS

<b>Phone:</b>	Work	Mobile	Home
	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Email Address:</b>	<input type="text"/>		Alternate Email: <input type="text"/>

## 3. ADDRESS

	Primary Postal Address	Residential Address	<input type="checkbox"/> Tick this box if street address is the same as postal address
<b>Line 1:</b>	<input type="text"/>	<input type="text"/>	
<b>Line 2:</b>	<input type="text"/>	<input type="text"/>	
<b>City/Suburb:</b>	<input type="text"/>	<input type="text"/>	
<b>State:</b>	<input type="text"/>	<input type="text"/>	
<b>Postcode:</b>	<input type="text"/>	<input type="text"/>	

## 4. AVETMISS RELATED DETAILS

<b>Gender:</b>	<input type="checkbox"/> Male	<input type="checkbox"/> Female	<input type="checkbox"/> Other	<b>Do you speak a language other than English at home:</b>	<input type="checkbox"/> No	<input type="checkbox"/> Yes (specify) .....
<b>Country of Birth:</b>	<input type="checkbox"/> Australia	<input type="checkbox"/> Other (specify) .....				
<b>Citizenship Status:</b>	<input type="checkbox"/> Australian Citizen	<input type="checkbox"/> New Zealand Citizen	<input type="checkbox"/> Australian Permanent Resident	<b>English Assistance:</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	<input type="checkbox"/> Visa (specify type) .....			<b>Attending Secondary School:</b>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Aboriginal or Torres Strait Islander Origin:</b>	<input type="checkbox"/> No	<input type="checkbox"/> Aboriginal	<input type="checkbox"/> Torres Strait Islander	<b>Highest School Level Completed:</b>	<input type="checkbox"/> Completed year 12	<input type="checkbox"/> Completed year 11
<b>Current Employment Status:</b>	<input type="checkbox"/> Full-time employee	<input type="checkbox"/> Part-time employee	<input type="checkbox"/> Self-employed - not employing others		<input type="checkbox"/> Completed year 10	<input type="checkbox"/> Year 9 or equivalent
	<input type="checkbox"/> Self employed - employing	<input type="checkbox"/> Employed - unpaid worker in family business	<input type="checkbox"/> Unemployed - seeking full-time work		<input type="checkbox"/> Year 8 or below	<input type="checkbox"/> Never attended school
	<input type="checkbox"/> Unemployed - seeking part-time work	<input type="checkbox"/> Not employed - not seeking employment				

**Do you have any disabilities?**

- No  Yes (select all that apply)
- Hearing/Deaf  Acquired Brain Impairment
- Physical  Vision
- Intellectual  Medical Condition
- Learning  Other
- Mental illness

**Have you SUCCESSFULLY COMPLETED any Prior Education?**

- No  Yes (select all that apply)
- Bachelor Degree of Higher Degree
- Advanced Diploma or Associate Degree Level
- Diploma (or Associate Diploma)
- Certificate IV (or advanced certificate/technician)
- Certificate III (or trade certificate)
- Certificate II
- Certificate I
- Other education

**5. UNIQUE STUDENT IDENTIFIER (USI)**

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A Verified USI is required before your enrolment can be confirmed.  
 If you do not have a USI, register for one at [www.usi.gov.au](http://www.usi.gov.au)

**6. EMERGENCY CONTACT DETAILS**

Contact Name

Contact Number

**7. HOW DID YOU HEAR ABOUT US?**

**8. AREAS OF INTEREST**

- |  |   |
|--|---|
| <input type="checkbox"/> Aviation Transport Protection | <input type="checkbox"/> Quality Auditing                       |
| <input type="checkbox"/> Business                      | <input type="checkbox"/> Retail                                 |
| <input type="checkbox"/> Business Administration       | <input type="checkbox"/> Security Risk Management               |
| <input type="checkbox"/> Customer Engagement           | <input type="checkbox"/> Security Operations                    |
| <input type="checkbox"/> Drug and Alcohol Testing      | <input type="checkbox"/> Small Business Management              |
| <input type="checkbox"/> Firearms                      | <input type="checkbox"/> Standard 11 and S123 Mining Inductions |
| <input type="checkbox"/> First Aid                     | <input type="checkbox"/> Other (please specify) .....           |
| <input type="checkbox"/> Human Resources               |   |
| <input type="checkbox"/> Investigations                |   |
| <input type="checkbox"/> Justice of the Peace          |   |
| <input type="checkbox"/> Leadership and Management     |   |
| <input type="checkbox"/> Marketing and Communications  |   |
| <input type="checkbox"/> Project Management            | <input type="checkbox"/> Recognition of Prior Learning (RPL)    |

**9. COURSE DETAILS**

Course Name

Course Location

Course Dates  
   
 Commencement Date Expected Completion Date

Training Partner Name (if applicable)

**10. ENROLMENT TYPE**

- Standard
- Traineeship

**11. STUDY REASON**

- 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

**12. STUDY MODE**

- Face-to-Face (Internal Delivery)
- Online (External Delivery)
- Workplace-Based
- Recognition of Prior Learning

**Full Time:**

Yes

No

**13. PAYMENT INFORMATION**

<b>Payment Type:</b>	<b>Course Fee:</b>
<input type="checkbox"/> Fee for Service	<input style="width: 100%; height: 24px;" type="text"/>
<input type="checkbox"/> Government Subsidised	<b>Contract Code</b> (if applicable):
<input type="checkbox"/> Other	<input style="width: 100%; height: 24px;" type="text"/>

**Who is paying for this course:**

- Student  Employer  JA / DES Provider  Other

**Payee Details** (leave blank if student is paying):

Organisation:

Name:

Phone:

Email:

Address:

## UNIQUE STUDENT IDENTIFIER (USI) AND PHOTO IDENTIFICATION

From 1 January 2015, Asset College can be prevented from issuing you with a nationally recognised VET qualification or statement of attainment when you complete your course if you do not have a Unique Student Identifier (USI). In addition, we are required to include your USI in the data we submit to NCVER. If you have not yet obtained a USI you can apply for it directly at <http://www.usi.gov.au/create-your-USI> on computer or mobile device. Please note that if you would like to specify your gender as 'other' you will need to contact the USI Office for assistance.

If you would like assistance from Asset College staff with registering a USI or finding your existing USI, you will need to complete a USI Authorisation Form available on request.

You are required to supply a valid photo identification with your application for enrolment which matches the name recorded against your USI. The name recorded against your USI is the name that will appear on qualifications and statements of attainment issued to you by Asset College, if you wish to change your name you must first update your USI record. A copy of your photo identification will be retained with your enrolment and assessment records in accordance with Asset College's Privacy Policy in the Student Handbook.

## STUDENT HANDBOOK

Asset College has developed a Student Handbook with outlines relevant policies and procedures for students enrolled into our courses. This includes essential information pertaining to your student journey such as admission policies, access and equity, support services, attendance requirements, assessments, recognition of prior learning, course fees and refunds, safety, behaviour expectations, privacy, access to records, complaints and appeals, cancellation of enrolment and more.

You are required to adhere to the policies and procedures contained in the Student Handbook at all times. A copy of the current Student Handbook can be found on our website at <https://www.asset.edu.au/student-handbook>, by requesting a copy from Asset College staff at any of our training facilities or by contacting us on 1300 731 602.

## PRIVACY STATEMENT

Under the Data Provision Requirements 2012, Asset College 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 Asset College for statistical, regulatory and research purposes. Asset College 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 [www.ncver.edu.au](http://www.ncver.edu.au)).

**Note:** This Privacy Statement is provided on behalf of the Australian Government. Additional information relating to the collection, use and disclosure of your personal information is contained within Asset College's Privacy Policy in the Student Handbook.

## 14. STUDENT DECLARATION AND CONSENT

In making this application for enrolment, I am aware of the consequences that may arise from providing false, misleading or incomplete information; including the cancellation of my enrolment or the withdrawal of any offer made by Asset College.

- I declare that the information I have provided to the best of my knowledge is true and correct.
- I agree to comply with the policies and procedures contained in the Student Handbook.
- I consent to the collection, use and disclosure of my personal information in accordance with the Privacy Notice above.

**Student Name:**

**Parent/Guardian Name:**

**Date:**

  /   /  

**Student Signature:**

**Parent/Guardian Signature:**

**Note:** Parent/Guardian Consent is required for any students who are under 18 years old.

## OFFICE USE ONLY

**Enrolment Checklist:**

	Yes	N/A
Enrolment Form Complete and Signed		
Photo ID Attached		
Contact Created in aXcelerate		
USI Verified		
Payment Received / Funding Approved		
Course Entry Requirements Met		
LLN Assessment Completed		
Enrolment Created in aXcelerate		
Confirmation of Enrolment Sent		

**Notes:**

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## VERIFIED BY:

**Name:**

**Signature:**

**Date:**

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“ Knowledge is your greatest asset ”

[www.asset.edu.au](http://www.asset.edu.au)