



Enrolment Form

PORTLAND WORKSKILLS INC. (RTO:4030)
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Course in which you are seeking to enrol

Are you applying for concession on enrolment? Yes No

If YES, proof of concession must be provided

Legal Family Name: Legal Given Names:

Date of Birth: / /

A Unique Student Identifier (USI) is required for enrolment in any nationally recognised VET qualification (or part thereof).
If you do not yet have a USI, go to <https://www.usi.gov.au/students/create-your-usi>.

Unique Student Identifier (USI)

Gender: Male Female Unspecified

Home phone: Mobile: Work:

Email Address:

Residential Address:

..... Post Code:

Postal Address: Post Code:

Emergency Contact: Relationship: Phone:

Are you of Aboriginal or Torres Strait Islander origin?
 No Yes, Aboriginal Yes, Torres Strait Islander

In which country were you born?
 Australia? Other *Please specify*

Are you still attending secondary school? Yes No
What is your highest **COMPLETED** school level? Year 12 Year 11 Year 10
 Year 9 or equivalent Year 8 or below Never attended school

In which YEAR did you complete that school level? (eg 2010)

Select **ONE** of the following categories which **BEST** describes your current employment status

- Full-time employee Part-time employee
- Self employed – not employing others Employer
- Employed – unpaid family worker Unemployed – seeking full-time work
- Not employed – not seeking employment Unemployed – seeking part-time work

What is your occupation?

In what industry do you work?

Do you speak a language other than English at home?
 No, English only Yes. *Please specify*

How well do you speak English? Very Well Well Not Well Not at All

Office Use only – Completed Enrolment Form passes to Admin Officer	
CM/Admin Processed: <input type="checkbox"/>	Inv Reg No:

Do you consider yourself to have a disability, impairment or long-term condition? Yes No

If **YES** indicate which area or areas of disability, impairment or long-term condition

- | | | |
|--|--|---|
| <input type="checkbox"/> Acquired brain impairment | <input type="checkbox"/> Hearing/Deaf | <input type="checkbox"/> Intellectual |
| <input type="checkbox"/> Learning | <input type="checkbox"/> Medical Condition | <input type="checkbox"/> Mental Illness |
| <input type="checkbox"/> Physical | <input type="checkbox"/> Vision | <input type="checkbox"/> Other |

Have you **SUCCESSFULLY** completed any of the following qualifications? Yes No

If **YES**, **select** if the qualifications are **(A)** Australian, **(E)** Australian Equivalent or **(I)** International

- | | |
|---|---|
| A E I Certificate I | A E I Certificate II |
| A E I Certificate III (or Trade Certificate) | A E I Certificate IV (or Advanced Certificate) |
| A E I Diploma (or Associate Diploma) | A E I Advanced Diploma or Associate Degree |
| A E I Bachelor Degree or Higher Degree | A E I Certificates other than above |

Of the following categories, which **BEST** describes your main reason for doing this course? (tick **one** box only)

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

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.

Victorian Student Number (VSN)

- | | |
|---|--|
| <input type="checkbox"/> Yes – I've attended a Victorian school since 2009.
Most recent Victorian school attended
..... | <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. Go to next section. |
|---|--|

and/or

- Yes – I have participated in training at TAFE or other training organisation since the beginning of 2011.

List the most recent training organisations which you have participated in training in Victoria since 2011. (List up to 3 training organisations)

.....
.....
.....

PRIVACY NOTICE

Under the *Data Provision Requirements 2012*, Portland WorkSkills 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 Portland WorkSkills for statistical, regulatory and research purposes. Portland WorkSkills 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.

Continued next page.

Personal information disclosed to NCVET 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 NCVET student survey which may be administered by an NCVET employee, agent or third party contractor. You may opt out of the survey at the time of being contacted.

NCVET will collect, hold, use and disclose your personal information in accordance with the *Privacy Act 1988* (Cth), the VET Data Policy and all NCVET policies and protocols (including those published on NCVET’s website at www.ncver.edu.au).

Privacy

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

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

- I understand that my enrolment is dependent upon:
 1. receipt of the appropriate fees for the course I am enrolled in
 2. regular attendance/communication as required by the course
 3. adherence to WorkSkills’ policies and expectations as detailed in the Learner Information booklet
- I understand that successful completion of the course includes meeting all assessable requirements (where applicable).
- I consent to photographs and images in which I appear to be used for no reward for publications and public relations activities by Portland WorkSkills. This may include internal publications and use in print and electronic media.
- I consent to samples of my work to be used for no reward for publications and public relations activities by WorkSkills.
- I agree to information about other relevant courses being mailed/emailed to me.
- 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.

SIGNATURE: Date:/...../.....

PARENT/GUARDIAN SIGNATURE
[for learners under 18 yrs] Date:/...../.....

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 NCVET or a Department-endorsed project, audit or review relating to your training. This provides valuable feedback on the delivery of VET programs in Victoria.

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 Portland WorkSkills’s Privacy Officer in the first instance by phone 03 5523 1645 or email: admin@workskillsemployment.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>

Additional Information for WorkSkills to apply for a USI on your behalf

You must authorise WorkSkills to apply for a USI in your behalf and declare that you have read the privacy information below. You must also provide some additional information.

Town/City of Birth:

(please write the name of the Australian or overseas town or city where you were born.)

Preferred method of contact:

Mobile

Email

Mail

To create your Unique Student Identifier, we require one of the following forms of identity:

Australian Driver's Licence

Visa (with non-Australian passport)

Medicare Card

Australian Birth Certificate

Australian Passport

Certificate of Registration by Descent

Citizenship Certificate

In accordance with section 11 of the *Student Identifiers Act 2014*, Portland WorkSkills 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, unless we are required by or under any law to retain it.

You are advised that and agree that you understand and consent that the personal information you provide in connection with an application for a USI:

- is collected by the Student Identifiers 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. The consequences for not providing the Registrar with some or all of your personal information are that the Registrar will not be able to issue you with a USI.

This privacy notice complies with the Student Identifiers Registrar's Privacy Policy. The Student Identifiers Registrar's Privacy Policy contains information about:

- how to access and seek correction of the personal information held about you
- how to complain about a breach of privacy and how such complaints will be dealt with.

I have read and I consent to the collection, use and disclosure of my personal 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

Signed: Date: