



# Student Enrolment Form

## Type of Enrolment

Please complete the sections relevant to your course.

- Smart and Skilled (Trainee/Existing Worker) Complete all sections
- Smart and Skilled (Existing Worker/Fee for service) Complete all sections

## Filling in this form

- Please use a BLACK pen
- Print in BLOCK LETTERS
- Mark boxes like this  with a ✓ or x

## Identification

Your personal details must be recorded **EXACTLY** as they appear on your identification in section 13.

### 1. Applicant Information

Mr  Mrs  Miss  Ms  Other:

**Single name only**  (tick this box if you have one name only that cannot be written in the following format. Write your single name in the Surname section)

First name (Given name)

Second given name (middle)

Surname (Family name)

Your date of birth

 /  / 

Gender Male  Female  Unspecified

Contact number

Email address

Your permanent/residential address

  
**Postcode:** 

Your postal address (only if different to above)

  
**Postcode:** 

### 2. Course details

Course / Qualification Name

Course / Qualification Code (if known)

### 3. Employment

**Which of the following best describes your current employment status?**

- Full-time employee
- Part-time employee
- Self-employed (not employing others)
- Self-employed (employing others)
- Employed (unpaid worker in a family business)
- Unemployed – seeking fulltime work
- Unemployed – seeking part-time work
- Not employed – not seeking work
- Unemployed longer than 52 consecutive weeks

### 4. Residency

**In which country were you born?**

- Australia
- Other (please specify)

**What is your town/city of birth?**

**What is your residency status?**

- Australian citizen
- Temporary resident
- Australian permanent resident
- New Zealand citizen
- Other (please specify)

**I live and/or work in NSW**



**Are you of Aboriginal or Torres Strait Islander origin?**

- No
- Yes, Torres Strait Islander (please sign below)
- Yes, Aboriginal (please sign below)

**I confirm I am of Torres Strait Islander and/or Aboriginal descent (Please sign below)**

## 5. Education

Are you still attending secondary school?  Yes  No

What is your highest completed school level?

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

In which year did you complete that school level?

What is your highest level of any post school qualification achieved?

Have you successfully completed any qualifications/certificates since turning 17?

- Yes  No  Would rather not say

If you answered yes to the above question, please specify what qualification/certificate you have completed

## 6. Culture & Core Skills

What is the main language you speak at home?

- English only  
 Other (please specify)

If other, how well do you speak English?

- Very Well  Not well  
 Well  Not at all

Do you need any language, literacy or numeracy assistance?

- Yes  No

If yes, what core skills do you require assistance with?

- Learning  Reading  Writing  
 Numeracy  Oral Communication

## 7. Disability

Do you consider yourself to have a disability, impairment or long-term condition? (Smart & Skilled Students - Section 11)

- No  Yes (please specify below)  
 Hearing/Deaf  Physical  
 Intellectual  Learning  
 Vision  Mental Illness  
 Medical Condition  Acquired Brain Impairment  
 Other (please specify)

If yes, do you require support? (Details below please)

## 8. Study reason

What best describes your main reason for completing this course?

- To get a job  It was a requirement of my job  
 Extra job skills  To get a better job/promotion  
 To try for a different career  Pathway to another course  
 To develop existing business  To start my own business  
 Personal interest/self-development  
 Other

## 9. Recognition of Prior Learning/credit transfer

Have you worked in this industry for a long time? Have you got experience in a similar workplace? You may be eligible to have this experience recognised. **RPL is assessment without training.** You will still need to show you have the skills and knowledge that apply to the qualification.

If you have been assessed as competent in any of the units of competency in this qualification, you are eligible for a credit transfer. This means you don't need to complete the training and assessment again. You'll need to supply a verified copy of your statement of attainment to your trainer/assessor for this to happen. Credit transfer is applicable for the equivalent accredited units of competency only.

I am interested in applying for RPL. Please contact me to let me know what I need to do.

- Yes  No

## 10. Fee information

As from 1 January 2020, the NSW government is paying the course cost of 70,000 traineeships funded under the Smart and Skilled program, meaning there is no cost to you or your employer.

Some training courses may incur additional fees. You will be advised of additional fees prior to the commencement of training.

Where fees apply, details of the amount of payment, concessions and refund policies can be found on the NTO website ([www.nto.com.au](http://www.nto.com.au)), in your student handbook or by contacting NTO office on 1300 13 22 13.

For more information about the Smart and Skilled program, go to: [www.smartandskilled.nsw.gov.au](http://www.smartandskilled.nsw.gov.au)

**Full Qualification Fees – Existing worker trainee, Fee for Service etc.**

Fees for full qualifications will be advised prior to enrolment. Initial invoicing will not exceed \$1,500.00 prior to commencement of training/assessment to the student.

Some training courses may incur additional fees, such as the NSW Food Safety Authority certificate or the creation of an actual Bluecard. You will be advised

- I am paying the student fees  
 My employer will be paying the fees on my behalf  
Please complete Section 16

## 11. Exemptions / Concession (Smart & Skilled )

Please indicate if any of the following are applicable and submit the appropriate form and evidence with your enrolment:

Are you living in NSW social housing or is your household on the NSW Housing register?

Yes  No

If you selected **yes**, please provide proof of your concession i.e. (Concession card)

Please indicate your welfare status:

- I am a welfare recipient  
 Dependent child or spouse of a Welfare recipient  
 Not a welfare recipient  
 Living in or on the wait list for NSW Social Housing

## 12. Unique Student Identifier

As from 1 January 2015 you are required to provide a Unique Student Identifier (USI) to NTO before NTO can issue a statement of attainment or certificate and transcript for successfully undertaking accredited training and assessment. We are also required to include your USI in the data we submit to NCVET. More information can be found at:

<https://www.usi.gov.au/about>

Do you have a USI?

**YES**

- I will enable access for National Training Organisation to view my transcript for the purposes of RPL. trans  
 I will authorise National Training Organisation to view/update my account.  
 I have forgotten/lost my USI and give National Training Organisation permission to locate/find my USI. (Must complete Section 13 & Declaration for this to happen)  
 National Training Organisation will verify your USI with the Student Identifiers Registrar by using both the number supplied and some of the information provided on this enrolment form.

**NO**

- I authorise National Training Organisation to apply for a USI on my behalf  
 I will authorise National Training Organisation to view/update my account.  
 I have read, and consent to the collection, use and disclosure of my personal information to the relevant bodies.

Your city or town of birth (Australia or overseas)

This is needed to create your USI.

## 13. Identification – MUST match student details

Please complete all details for ONE (1) of the following:

**Drivers Licence**

State
Licence Number
Licence Card Number

**Medicare Card**

Card No
Individual Ref No.
Card Colour
Expiry Date
Name as appears on card

**Passport**

Country of issue
Passport No.

## 14. Language, Literacy & Numeracy Self-assessment checklist

This LLN Assessment is intended to be a general illustration of some of the key learning standards required of people attempting an entry-level qualification

Your result will help us to evaluate if you are suited to the level required for the course and if necessary, refer you to a more suitable course. We can also suggest some support for you to assist you with your studies should we identify that you have particular learning needs.

Rate yourself on the following tasks:

Yes (I can do this by myself) or No (I need help to do)

Tasks	In English? Yes/No	In my first language? Yes/No
<b>I can:</b>		
Read the time on a clock (analogue or digital)		
Use a calculator		
Add up the prices of things in my head		
Work out how much change I should give (without help from the register)		
Know roughly how tall I am in centimetres		
Make a guess how much things weigh in kilograms		
Use a GPS to find a place		
Read and understand letters or bills		
Take a phone message and write it down accurately		
Fill in a form (e.g. timesheet for work)		
Write notes, letters or emails		
Do my banking		
Follow instructions for a task		
Order supplies from a list		
Speak at meetings or in a group		

## 14. Student Declaration

I declare that all information provided in this enrolment form is true and correct.

- I understand that if I provide false information, my training and assessment program may be cancelled immediately.
- I have been informed of the eligibility criteria for this program.
- I understand that all information supplied in this enrolment form will be used to determine eligibility for enrolment or any additional assistance required
- I authorise National Training Organisation to disclose information supplied in this document to relevant State and Federal Government agencies and bodies as required for:
  - reporting enrolment details and training milestones and outcomes.
  - statistical analysis, audit, verification, program evaluation and internal management purposes.
- I authorise National Training Organisation to provide assessment results and information regarding my progress to my employer (if trainee or apprentice).
- I have been provided the student handbook including the Student Information and understand the terms and conditions of my enrolment (including program-specific requirements) and have been provided access to National Training Organisation fee payment policies including concession/exemption and refund policies.
- I have been made aware of all fees payable for my training/assessment.
- I agree that any photographs, videos, testimonials and/or feedback provided by me may be used on National Training Organisation's website, marketing, advertising and/or training materials, now or in the future. I understand that all photographs and/or video footage remain the property of National Training Organisation.
- I have read and agreed to Section 12, which refers to the collection of information needed to create or confirm a USI
- I understand I can find more information on my privacy rights regarding the USI by accessing <http://www.usi.gov.au/Training-Organisations/Pages/privacy-notice.aspx>.

**Your name**

**Your signature and date**



**If you are under 18 years of age at the time of enrolment, then your parent/guardian is required to agree as well.**

Name of Parent/Guardian

Parent/Guardian Signature

Date

## 15. Employment details

Employer legal name

ABN

Employee job title or role

Business address:

Workplace location (if different to business address)

Worksite Supervisor

Supervisor mobile number

Business phone number

Supervisor email

## 16. Employer Declaration (for trainees only)

I understand and agree to the requirements of release from work for training and access to the participant for trainers/assessors.

I have been made aware of the eligibility criteria for this program and agree to the employer responsibilities as outlined in the Training Plan.

Employer Name

Employer signature

Date

**17. Smart & Skilled**

This is a consent to use and disclose personal information to the Department of Industry and other government agencies, as required.

(Insert first, middle and last name)

[Empty text box for name]

(Insert current residential address)

of, [Empty text box for address] Postcode: [Empty text box for postcode]

[Empty text box for date of birth with slashes]

(Date of birth)

I understand and agree that personal information (information or an opinion about me), collected from me, my parents or guardian, such as my name, Unique Student Identifier, date of birth, contact details, training outcomes and performance, or sensitive personal information (including my ethnicity or health information) collected by National Training Organisation may be disclosed to the Department of Industry (The Department).

The Department may disclose my personal information to other Australian government agencies, including those located in States and Territories outside New South Wales.

The above government agencies may use my personal information for any purpose relating to the exercise of their government functions, including but not limited to the evaluation and assessment of my training, the determination of my eligibility to receive subsidised training or for any fee exemption or concessions. My personal information may also be disclosed to other third parties if **required by law**.

I consent to the collection, use and disclosure of my personal information in the manner outlined above.

I also acknowledge and agree that the Department may contact me by telephone, email or post during or after I have ceased subsidised training with National Training Organisation for the purpose of evaluating and assessing my subsidised training.

**Your signature and date**

[Empty text box for signature and date]



If you are under 18 years of age at the time of enrolment, then your parent/guardian is required to agree as well.

[Empty text box for parent/guardian name]

Name of Parent/Guardian

[Empty text box for parent/guardian name]

[Empty text box for parent/guardian name]

**18. Induction Confirmation**

I have delivered an induction session to:

[Empty text box for induction session recipient]

on \_\_\_\_ / \_\_\_\_ / \_\_\_\_

We discussed

- 1. The role of National Training Organisation
- 2. The student handbook and the information it contains
- 3. The need for a Unique Student Identifier
- 4. The self-assessment and RPL/RCC process
- 5. The responsibilities of the employer, the student and the trainer/assessor
- 6. The role and responsibilities of the AASN
- 7. How often training would happen
- 8. How and when assessment would take place
- 9. What the student would end up with after successfully completing the assessment process (Qualification to be issued)
- 10. The training plan and the information it contains
- 11. Materials and resources to be used for training

Workplace

[Empty text box for workplace]

**Your signature**

[Empty text box for signature]



Employer/Supervisor signature

[Empty text box for employer/signature]

[Empty text box for employer/signature]

Name and signature of RTO representative