

Enrolment Form

Part 1. PRIVACY STATEMENT & GENERAL DECLARATION

I understand that:

- Under the Data Provision Requirements 2012, Leeds 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 document and during the course of your study), may be used or disclosed by Leeds College for statistical, administrative, regulatory and research purposes. Leeds College may disclose your personal information for these purposes to:
 - Commonwealth and State or Territory government departments and authorised agencies; and
 - NCVER.
- Personal information that has been disclosed to NCVER may be used or disclosed by NCVER for the following purposes:
 - Populating authenticated VET transcripts;
 - Facilitating statistics and research relating to education, including surveys and data linkage;
 - Pre-populating RTO student enrolment forms;
 - 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 a student survey which may be administered by a government department or NCVER employee, agent or third-party contractor or other authorised agencies. Please note 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 National VET Data Policy and all NCVER policies and protocols (including those published on NCVER's website at www.ncver.edu.au)
- Information is collected on this form and during your enrolment in order to meet our obligations under the ESOS Act and the National Code 2018; to ensure student compliance with the conditions of their visas and their obligations under Australian immigration laws generally. The authority to collect this information is contained in the Education Services for Overseas Students Act 2000, the Education Services for Overseas Students Regulations 2001 and the National Code of Practice for Providers of Education and Training to Overseas Students 2018.

I have been advised by LEEDS that:

- My personal information provided on this enrolment form will be kept private, confidential, and secure by all College staff.
- LEEDS will release data to the relevant authorities if required.
- I may be contacted and requested to participate in a National Centre of Vocational Education Research survey or audit or internal review. For more information in relation to how student information may be used or disclosed.
- I understand that Leeds College Pty Ltd will not issue a certificate and/or statement of attainment until all the appropriate documentation has been completed, signed, and all fees have been paid.

I give permission for LEEDS to:

- Create a Unique student identifier (USI) on my behalf AND/OR check my details of my USI
- Access my personal USI information (do not tick if you do not want LEEDS to access your personal USI information)
- Or their representative to obtain Medical Treatment in the event of an emergency. I indemnify RTO of their representative.
- I consent/I do not consent to the use of my photos/videos/testimonials/interviews to be used in RTO promotional materials prepared for the marketing purposes in Australia and overseas.
- I agree and will abide with all the terms and conditions specified in LEEDS Student Handbook.

**By signing below, 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:	
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Part 2. PERSONAL INFORMATION

Given Name		Middle Name		Family Name	
Date of Birth		Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female	Passport Number	
Home Phone No.		Mobile Phone No.		Work Phone No.	
Email Address					
Course to be Enrolled				Course Start Date	

Part 3. AUSTRALIAN RESIDENTIAL ADDRESS INFORMATION

Flat/Unit Number		Street Number	
Street Name:		Suburb:	
State:		Postcode:	

Part 4. EMERGENCY CONTACT INFORMATION

Emergency Contact Name		Relationship	
Mobile:		Phone:	()
Email Address:			
Residential Address			

Part 5. CREDIT TRANSFER AND RECOGNITION of PRIOR LEARNING (RPL)

Are you applying for **Credit Transfer** or **RPL** for the unit successfully completed at another provider? YES NO

(If YES, please complete the Credit Transfer or RPL application form and submit it to the student. Administration with supporting documents such as an official transcript or statement of attainment)

Part 6. SCHOOLING IN AUSTRALIA

Do you have a Unique Student Identifier?	<input type="checkbox"/> YES – please provide _____ <input type="checkbox"/> No – go to the question below
Would you like LEEDS to create a USI for you?	<input type="checkbox"/> YES (complete Part 14) <input type="checkbox"/> No
Have you: <ul style="list-style-type: none"> • attended any Secondary 	Highest completed school level? <input type="checkbox"/> Year 8 or below <input type="checkbox"/> Year 9 or equivalent <input type="checkbox"/> Year 10 or equivalent <input type="checkbox"/> Year 11 or equivalent <input type="checkbox"/> Year 12 or equivalent

<p>School/College</p> <ul style="list-style-type: none"> done any training with vocational education and training (VET) registered training organization or an Adult and Community Education provider in Australia since? <p><input type="checkbox"/> YES – Answer the questions to the right</p> <p><input type="checkbox"/> NO – (go to the next question)</p>	<p>Are you still attending secondary school/college?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><i>If Yes, what is provider name:</i></p> <p>_____</p> <hr/> <p><input type="checkbox"/> Yes – I have participated in training at a TAFE or other RTO</p> <p><input type="checkbox"/> No – In which year did you complete that school level?</p> <p>List the most recent training organizations with which you have enrolled in Australia:</p> <ol style="list-style-type: none"> 1. 2. 3.
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Part 7. PREVIOUS QUALIFICATIONS

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

If YES, then tick ANY applicable boxes:

Bachelor’s degree or Higher Degree level Advanced Diploma or Associate Degree Diploma (or Associate Diploma)

Certificate IV (Or Advanced Certificate/Technician) Certificate III (Or Trade Certificate) Certificate II

Certificate I Certificates other than the above (incl. overseas)

Part 8. LANGUAGE AND CULTURAL DIVERSITY

<p>In which country were you born:</p> <p><input type="checkbox"/> Australia</p> <p><input type="checkbox"/> Other – please specify _____</p> <p>Do you speak a language other than English at home? <i>(If more than one language, indicate the one that is spoken most often at home)</i></p> <p><input type="checkbox"/> No, English only – go to next question ATSI status</p> <p><input type="checkbox"/> Yes, other – please specify _____</p>	<p>How well do you speak English?</p> <p><input type="checkbox"/> Very well</p> <p><input type="checkbox"/> Well</p> <p><input type="checkbox"/> Not well</p> <p><input type="checkbox"/> Not at all</p>
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Part 9. ABORIGINAL OR TORRES STRAIT ISLANDER STATUS

<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>	<p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes, Aboriginal</p> <p><input type="checkbox"/> Yes, Torres Strait Islander</p>
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Part 10. EMPLOYMENT

Of the following categories, which BEST describes your current employment status?

Full Time Employee Employed – unpaid family worker Self Employed – Not Employing Others

Part Time Employee Unemployed – Seeking F/Time Work Unemployed – Not Seeking Employment

Employer Unemployed – Seeking P/ Time Work

Part 11. DISABILITY

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

If YES, then tick ANY applicable boxes:

- Hearing/Deaf Physical Intellectual Learning Mental Illness
Acquired Brain Impairment Vision Medical condition Other

Part 12. TRAINING AND ASSESSMENT ASSISTANCE

Do you require assistance for language, literacy, and numeracy? Yes No

Part 13. STUDY REASON

Of the following, which **best** describes your main reason for undertaking this course? Tick one box only.

- 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/self-development Other reasons

Part 14. Unique Student Identifier (USI)

From 1 January 2015, Leeds 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)

If you have not yet obtained a USI you can apply for it directly at <http://www.usigovau/create-your-USI/> on computer or mobile device

USI APPLICATION DECLARATION

I have read and I consent to the collection, use and disclosure of my personal information pursuant to the information detailed at <http://www.usigovau/Training-Organisations/Pages/Privacy-Notice.aspx>

Student Signature:

Date:

/ /

Student Name:

I declare that all the information provided above in this Enrolment Form is true and accurate.

Signature:

Date:

OFFICE USE ONLY

Staff Member:

Staff Signature:

Student ID:

Date:

Student Activated Checklist:

Axcelerate Updated By:

Existing Student

PRISMS Updated By:

New Student