



Enrolment Application Form

Please fill out all relevant sections and print clearly in blue or black ink. Documentation may be requested to verify educational / industry experience, but please do not attach extra documents to this application.

Course Code: _____ **Course Name:** _____

Personal details

Title: _____ First given name: _____ Second given name (middle): _____

Family name(surname): _____

Gender (*Tick one box only*) Male Female Other

Date of birth: (*Day/month/year*) _____

Residential Address

Building/Property Name: _____ Flat/unit details: _____ Street number: _____

Street/Lot Name: _____

Suburb: _____ State: _____ Postcode: _____

Postal Address (if different from above): _____

Mobile Contact Number: _____ Email address: _____

Emergency contact:

Name and Relationship: _____ Contact Number: _____

Language and cultural diversity

Country and City of birth: _____

Citizenship Status: Australian citizen Permanent resident Temporary resident Other (*please state*): _____

Do you speak a language other than English at home? No Yes What language do you speak? _____

How well do you speak English? Not at all Not very well Well Very well

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

Disability

Do you consider yourself to have a disability? No Yes (*Please select the relevant areas in the following list*)

Vision Learning Hearing/deaf Acquired brain impairment Physical Medical Condition Intellectual Mental illness

If you require special assistance, please provide details: _____

Education History

Are you still enrolled in secondary education? Yes No

What is your highest completed school level (*Tick one box only*)

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

Previous qualification achieved:

Have you successfully completed any of the qualifications below? No Yes (Tick any applicable boxes below)

Certificate I Certificate II Certificate III Certificate IV Diploma Advanced Diploma Bachelor degree or higher

Employment

Current employment status (Tick one box only): Full time Part time Self-employed – not employing others
Self-employed – employing others Unemployed seeking full time work Unemployed seeking part time work
Not employed – not seeking employment

Study reason

Of the following categories, select the one which best describes the main reason you are 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 or self-development
To get skills for community/voluntary work Other reasons

USI

From 1 January 2015, Blended Learning International 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 NCVET. If you have not yet obtained a USI you can apply for it directly at <https://www.usi.gov.au/students/create-your-usi> on computer or mobile device.

If you do not have a USI and you would like Blended Learning International to apply for a USI on your behalf, please tick here and we will send you a USI authorisation and declaration form to complete.

If you already have a USI, please enter it here: _____

Privacy Statement

Why we collect your information: As a registered training organisation (RTO), we collect your personal information so we can process and manage your enrolment in a vocational education and training (VET) course with us. If you do not provide us with these details we may not be able to process your application.

How we use your personal information: We use your personal information to enable us to deliver VET courses to you, and otherwise, as needed, to comply with our obligations as an RTO.

How we disclose your personal information: We are required by law (under the *National Vocational Education and Training Regulator Act 2011* (Cth) (NVET Act)) to disclose the personal information we collect about you to the National VET Data Collection kept by the National Centre for Vocational Education Research Ltd (NCVER). NCVER is responsible for collecting, managing, analysing and communicating research and statistics about the Australian VET sector. We are also authorised by law (under the NVET Act) to disclose your personal information to the relevant state or territory training authority.

How NCVER and other bodies handle your personal information: NCVER will collect, hold, use and disclose your personal information in accordance with the law, including the *Privacy Act 1988* (Cth) (Privacy Act) and the NVET Act. Your personal information may be used and disclosed by NCVER for purposes that include populating authenticated VET transcripts; administration of VET; facilitation of statistics and research relating to education, including surveys and data linkage; and understanding the VET market. NCVER is authorised to disclose information to the Australian Government Employment and Workplace Relations (DEWR), Commonwealth authorities, state and territory authorities (other than registered training organisations) that deal with matters relating to VET and VET regulators for the purposes of those bodies, including to enable:

- administration of VET, including program administration, regulation, monitoring and evaluation
- facilitation of statistics and research relating to education, including surveys and data linkage
- understanding how the VET market operates, for policy, workforce planning and consumer information.

NCVER may also disclose personal information to persons engaged by NCVER to conduct research on NCVER's behalf.

NCVER does not intend to disclose your personal information to any overseas recipients. For more information about how NCVER will handle your personal information please refer to the NCVER's Privacy Policy at www.ncver.edu.au/privacy.

DEWR is authorised by law, including the Privacy Act and the NVET Act, to collect, use and disclose your personal information to fulfil specified functions and activities. For more information about how DEWR will handle your personal information, please refer to the DEWR VET Privacy Notice at <https://www.dewr.gov.au/national-vet-data/vet-privacy-notice>

Surveys: You may receive a student survey which may be run by a government department or an NCVER employee, agent, third-party contractor or another authorised agency. Please note you may opt out of the survey at the time of being contacted.

Contact information: At any time, you may contact Blended Learning International to:

- request access to your personal information
- correct your personal information
- make a complaint about how your personal information has been handled
- ask a question about this Privacy Notice

Application Declaration

I declare that the information I have provided on this form is true and correct

Signature: _____ Date: _____