



### 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](http://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: \_\_\_\_\_