

Enrolment and Eligibility Form

Please ensure you complete all sections, sign the declaration and read the Privacy Notice on the back page.

Course information

Program:

Course Location:

Personal details Single name only (Tick this box if you have one name only - write your single name in the 'Surname')

Title: Surname:

First Name: Other Name:

****Please write the name that you used when you applied for your Unique Student Identifier (USI), including any middle names.**

Sex: Male Female Other Date of Birth: Mobile:

Home Phone: Work Phone:

Email:

Emergency Contact Name:

Relationship: Emergency Contact Phone:

Residential address: Please provide the physical address (street number and name **not** a post office box) where you usually reside rather than any temporary address at which you reside for training, work or other purposes before returning to your home.

If you are from a rural area use the address from your state or territory's 'rural property addressing' or 'numbering' system as your residential street address. Building/property name is the official place name or common usage name for an address site, including the name of a building, Aboriginal community, homestead, building complex, agricultural property, park or unbounded address site.

Building / Property Name:

Flat / Unit #: Street/Lot #: Street Name:

Suburb/Town: State: Postcode:

My Residential and Postal Address are the same **or, if different to the above complete the next section:**

Postal address

Building / Property Name:

Flat / Unit #: Street/Lot #: Street Name:

Postal Delivery Information (e.g. PO BOX)

Suburb/Town: State: Postcode:

INDIGENOUS STATUS: Aboriginal and Torres Strait Islander Aboriginal Torres Strait Islander Neither

COUNTRY OF BIRTH: Australia Other – Specify

CITIZENSHIP:

Australian Citizen: Yes No Permanent Resident: Yes No Humanitarian Visa Holder: Yes No

EMPLOYMENT: Employed Full time Employed Part time Seeking part time work Employer of other staff
Seeking full time work Not seeking work Unpaid worker in family business Self-employed (not employing others)

INDUSTRY: If you selected Employment (Full Time, Part Time or Self-Employed), please select the **Industry** employed in:

Agriculture, Forestry and Fishing Mining Manufacturing Electricity, Gas, Water and Waste Services Construction
Wholesale Trade Retail Trade Accommodation and Food Services Transport, Postal and Warehousing Information
Media and Telecommunications Financial and Insurance Services Rental, Hiring and Real Estate Services Professional,
Scientific and Technical Services Administrative and Support Services Public Administration and Safety Education and
Training Health Care and Social Assistance Art and Recreation Services

And in what role (**Occupation Identifier**):

Manager Professional Technician and Trade Worker Community and Personal Service Workers Clerical and
Administrative Workers Sales Workers Machinery Operators and Drivers Labourers Other

LANGUAGE SPOKEN AT HOME: English Other – Specify

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

HIGH SCHOOL: Are you still enrolled in secondary or senior education? Yes No

What is the highest completed school level? If you are still in school, it is the level you have *completed* and not the level you are in this year: Never attended school Year 8 or below Year 9 Year 10 Year 11 Year 12

DISABILITY: Do you consider yourself to have a disability? Yes No If yes, then please indicate the area of disability, impairment or long-term condition (you may indicate more than one area): Hearing / deaf Mental Illness Learning
Intellectual Medical Condition Vision Physical Acquired brain impairment Other _____

PREVIOUS QUALIFICATIONS ACHIEVED:

Have you successfully **completed** qualification/s either in Australia or overseas: Yes No If yes, please indicate which:

Bachelor Degree or Higher Degree Advanced Diploma or Degree Diploma or Associate Diploma
Certificate IV or Advanced Certificate / Technician Certificate III or Trade Certificate Certificate II Certificate I
Other education (including certificates or overseas qualifications not listed above)

STUDY REASON: To get a job I wanted extra skills for my job To get into another course of study

To develop my existing business To start my own business For personal interest or self-development

To try for a different career It was a requirement of my job To get a better job or promotion Other reasons

USI – UNIQUE STUDENT IDENTIFIER

From 1 January 2015, Quality Service Skills 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 NCVER. 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.

You may already have a USI if you have done any nationally recognised training, which could include training at work, completing a first aid course or RSA (Responsible Service of Alcohol) course, getting a white card, or studying at a TAFE or training organisation. It is important that you try to find out whether you already have a USI before attempting to create a new one. You should not have more than one USI. To check if you already have a USI, use the ‘Forgotten USI’ link on the USI website at <https://www.usi.gov.au/faqs/i-have-forgotten-my-usi/>.

Write the number here: **(Please ensure the USI is legible and accurate)**

IDENTIFICATION

To ensure that all Statements of Attainment and/or Certificates are awarded to the correct person, it is a requirement of Quality Service Skills to confirm your identity. This may be completed by:

- **For new students:** showing your trainer valid photo identification. QSS do not copy this identification.
- **For employees attending work-based training:** trainer declaration to be completed.
- **For students completing electronically:** your ID can be shown when you complete your Pre-Training Interview.

Identification Type:		Sighted by (Trainer Initials):	
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Or

Employee attending at work (please tick):	<input type="checkbox"/>	Confirmed by (Trainer Initials):	
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Thank you for completing this enrolment form. Please take a moment to re-check all sections to ensure you have:

- Correctly spelled your name as you would like it printed on your Statement and/or Certificate
- Provided a current postal (or residential) address for posting your Statement and/or Certificate

Quality Service Skills are required under the *Standards for Registered Training Organisations 2015* to issue your Statement or Certificate within 30 days of completion of the training program, on the assumption that:

- Your fees are paid in full
- All assessments are completed and submitted, and you have been deemed Competent by your trainer

If any of your contact details change between filling out this form, and issuing of your Statement or Certificate, contact Quality Service Skills by emailing info@qss.edu.au or calling 0438 848 850 to update your records.

Student Declaration

I declare that the information I have provided to the best of my knowledge is true and correct.

Student Signature: _____ Date: _____

Parent / Guardian Signature: _____ Date: _____

** Parental/Guardian Consent is required for students under 18

PRIVACY NOTICE

Why we collect your personal 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 all of the required information on this form, we may not be able to provide a full service to you.

For example, you cannot enrol into Accredited Training without providing your Unique Student Identifier (USI) - unless you have an exemption – see more information at www.usi.gov.au/students/individual-exemptions) and to validate your USI we also need your date of birth.

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) (NVETR 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). The 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 NVETR Act) to disclose your personal information to the relevant state or territory training authority.

Quality Service Skills do not store or disclose any personal or sensitive information to an overseas entity.

How the NCVER and other bodies handle your personal information

The 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 NVETR 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.

The NCVER is authorised to disclose information to the Australian Government Department of Education, Skills and Employment (DESE), 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.

The NCVER may also disclose personal information to persons engaged by NCVER to conduct research on NCVER's behalf. The NCVER does not intend to disclose your personal information to any overseas recipients.

For more information about how the NCVER will handle your personal information please refer to the NCVER's Privacy Policy at www.ncver.edu.au/privacy.

If you would like to seek access to or correct your information, in the first instance, please contact your RTO using the contact details listed below.

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

If you would like a hard copy of the DESE VET Privacy Notice please advise your trainer and we will email or post to you.

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 Quality Service Skills 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

You can contact Quality Service Skills at:

- Ph: 0438848850
- E: jackie@qss.edu.au
- W: www.qss.edu.au/contact-us/

And our Privacy & Confidentiality Policy can be found at www.qss.edu.au/#student

Disability Supplement

The purpose of the Disability supplement is to provide additional information to assist with answering the disability question.

If you indicated the presence of a disability, impairment or long-term condition, please select the area(s) in the following list:

Disability in this context does not include short-term disabling health conditions such as a fractured leg, influenza, or corrected physical conditions such as impaired vision managed by wearing glasses or lenses.

'11 — Hearing/deaf'

Hearing impairment is used to refer to a person who has an acquired mild, moderate, severe or profound hearing loss after learning to speak, communicates orally and maximises residual hearing with the assistance of amplification. A person who is deaf has a severe or profound hearing loss from, at, or near birth and mainly relies upon vision to communicate, whether through lip reading, gestures, cued speech, finger spelling and/or sign language.

'12 — Physical'

A physical disability affects the mobility or dexterity of a person and may include a total or partial loss of a part of the body. A physical disability may have existed since birth or may be the result of an accident, illness, or injury suffered later in life; for example, amputation, arthritis, cerebral palsy, multiple sclerosis, muscular dystrophy, paraplegia, quadriplegia or post-polio syndrome.

'13 — Intellectual'

In general, the term 'intellectual disability' is used to refer to low general intellectual functioning and difficulties in adaptive behaviour, both of which conditions were manifested before the person reached the age of 18. It may result from infection before or after birth, trauma during birth, or illness.

'14 — Learning'

A general term that refers to a heterogeneous group of disorders manifested by significant difficulties in the acquisition and use of listening, speaking, reading, writing, reasoning, or mathematical abilities. These disorders are intrinsic to the individual, presumed to be due to central nervous system dysfunction, and may occur across the life span. Problems in self-regulatory behaviours, social perception, and social interaction may exist with learning disabilities but do not by themselves constitute a learning disability.

'15 — Mental illness'

Mental illness refers to a cluster of psychological and physiological symptoms that cause a person suffering or distress and which represent a departure from a person's usual pattern and level of functioning.

'16 — Acquired brain impairment'

Acquired brain impairment is injury to the brain that results in deterioration in cognitive, physical, emotional or independent functioning. Acquired brain impairment can occur as a result of trauma, hypoxia, infection, tumour, accidents, violence, substance abuse, degenerative neurological diseases or stroke. These impairments may be either temporary or permanent and cause partial or total disability or psychosocial maladjustment.

'17 — Vision'

This covers a partial loss of sight causing difficulties in seeing, up to and including blindness. This may be present from birth or acquired as a result of disease, illness or injury.

'18 — Medical condition'

Medical condition is a temporary or permanent condition that may be hereditary, genetically acquired or of unknown origin. The condition may not be obvious or readily identifiable yet may be mildly or severely debilitating and result in fluctuating levels of wellness and sickness, and/or periods of hospitalisation; for example, HIV/AIDS, cancer, chronic fatigue syndrome, Crohn's disease, cystic fibrosis, asthma or diabetes.

'19 – Other'

A disability, impairment, or long-term condition which is not suitably described by one or several disability types in combination. Autism Spectrum disorders are reported under this category.