

Enrolment Form

1. Student Details – (please use block letters (black or blue))											
USI				LUI No.							
Family Name*											
Given Name/s											
Former Surname											
(*The name given above is used for all official purposes such as fee concession validation, and will appear on results/awards issued)											
Preferred Name											
Male			Female			Date of Birth (dd/mm/yy)					
Other											
2. Contact Details											
Home Phone											
Mobile Phone											
Work											
Email											
Home Address											
Building Property Name											
Flat Unit Details											
Street Number			Street								
Suburb											
State		Post Code									
Mail Address (please state "AS ABOVE" if same as home address)											
Street											
Suburb											
State		Post Code									
Preferred method of Contact – please tick											
Email				Mobile				Mail			
Emergency Contact – Who to contact in an emergency											
Name											
Phone											
Relationship											
3. Cultural Diversity											
Were you born in Australia				Yes		No					
Town/City of Birth?											
If no, in which country were you born?											
Are you of Aboriginal or Torres Strait Islander origin?				No							
Yes Aboriginal		Yes, Torres Strait Islander		Both Torres Strait Islander and Aboriginal							
Which tribal/language group do you belong to?											
If tribal/language group unknown please indicate here (✓)											
Are you an Australian Citizen				Yes		No					
4. Employment (employer details)											
Company Name											
Contact											
Street											
Suburb											
State		Post Code									

Email											
Supervisor's Name and Contact Number											
Employment Details – tick one box only											
Of the following categories, which best describes your current employment status?											
Employed full time by someone else											
Employed part time or casual by someone else or school based apprentice											
Self Employed – not employing other people											
Employer – someone who employs other people											
Employed unpaid family worker											
Unemployed – looking for full time work											
Unemployed – looking for part time work											
Not employed – not looking for employment											
5. Language											
Do you speak a language other than English at Home? (If more than one language, indicate the one that is spoken most often)											
No, English only											
Yes, other, please specify				Specify							
How well do you speak English?											
Very Well			Well			Not Well			Not at all		
6. Disabilities (answering these questions will not affect your enrolment)											
Do you consider yourself to have a disability, impairment or long term condition?											
Yes		No		Go to Question 7							
If yes, please indicate the areas of disability											
Hearing/Deaf				Acquired Brain Impairment							
Physical				Vision							
Intellectual				Medical Condition							
Learning				Numeracy/Literacy							
Mental Illness				Other							
Would you like to receive advice on support services, equipment and facilities which may assist? (if available).											
Yes		No									
7. Schooling											
What is your highest completed school level?											
Year 12			Year 10			Other					
In which year did you complete that school level											
Are you still attending secondary school?											
Yes		No		Year Level							
If yes, provide name of school											
Previous qualifications achieved											
Have you successfully completed any of the following qualifications?											
If yes, tick any applicable boxes											
Bachelor Degree or Higher Degree				Yes				No			
Advanced Diploma or associate Degree											
Diploma (or associate Diploma)											
Certificate IV (or Associate Diploma)											
Certificate III (or Trade Certificate)											
Certificate II											
Certificate I											
Certificates other than the above											

8. Disclosure

Educational authorities such as Hutchies Training conduct surveys of past and existing students for customer satisfaction, improvement and marketing purposes, if you have any objection to being contacted, please tick here.

Privacy Declaration

Under the Data Provision Requirements 2012, Hutchies Training 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 enrolment form and your training activity data) may be used or disclosed by, Gold Coast School of Construction for statistical, regulatory and research purposes. , Gold Coast School of Construction may disclose your personal information for these purposes to third parties, including:

- School – if you are a secondary student undertaking VET, including a school-based apprenticeship or traineeship;
- Employer – if you are enrolled in training paid by your employer;
- Commonwealth and State or Territory government departments and authorised agencies; NCVER; Organisations conducting student surveys; and Researchers. Personal information disclosed to NCVER may be used or disclosed for the following purposes:
- Issuing statements of attainment or qualification, and populating authenticated VET transcripts; facilitating statistics and research relating to education, including surveys; understanding how the VET market operates, for policy, workforce planning and consumer information; and administering VET, including programme administration, regulation, monitoring and evaluation.

You may receive an NCVER student survey which may be administered by an NCVER employee, agent or third party contractor. 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 VET Data Policy and all NCVER policies and protocols (including those published on NCVER's website at www.ncver.edu.au).

9. How did you find out about us?

Employer		Friend	
Television		Hutchies	
Career Expo		Signs	
Newspaper		Website	
School		Radio	

Student Declaration

Please read carefully (continues in the right column)

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.

I agree to abide by Hutchies Training rules and regulations and Policies (available from the Hutchies Training Website) and acknowledge that facilities made available for my use will be used only in accordance with principles of proper use and relevant rules.

- I confirm the accuracy of the information provided.
- I have read and understand the privacy declaration.
- **I understand I must provide evidence of concession eligibility at the time of enrolment.**

Subsequent evidence will not be accepted

If under the age of 18 years, this form must be signed by a parent/guardian to complete this enrolment. This includes consent for the student to have access to the Internet through Hutchies Training.

Unique Student Identifier (USI)

From 1 January 2015, we Hutchies Training 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 <http://www.usi.gov.au/create-your-USI/> on computer or mobile device. Please note that if you would like to specify your gender as 'other' you will need to contact the USI Office for assistance.

I hereby give permission for Hutchies Training to use my personal details to access and/or apply for my USI. I understand that Hutchies Training will not misuse my information and adhere to the Australian Privacy Principles (Privacy Act 1998) and the Unique Student Identifiers Act and all identity documents are destroyed upon receipt of the USI.

USI application through your RTO (if you do not already have one)

Application for Unique Student Identifier (USI)

If you would like us Hutchies Training to apply for a USI on your behalf you must authorise us to do so and declare that you have read the privacy information at <https://www.usi.gov.au/documents/privacy-notice-when-rto-applies-their-behalf>.

You must also provide some additional information as noted at the end of this form so that we can apply for a USI on your behalf.

I _____ [NAME] authorise Hutchies Training to apply pursuant to sub-section 9(2) of the Student Identifiers Act 2014, for a USI on my behalf. I have read and I consent to the collection, use and disclosure of my personal information (which may include sensitive information) pursuant to the information detailed at <https://www.usi.gov.au/documents/privacy-notice-when-rto-applies-their-behalf>.

Signed

Student		Date	
Parent or Guardian if student is under 18 years		Date	

OFFICE USE ONLY

VETtrak Entered		Initialed	
Student Number			
Payment Received			
Cash		Eftpos	
		Chq/Money Order	
		Credit Card	

Certified Documents

We require **certified copies** of documents (witnessed by a Commissioner for Declarations or Justice of the Peace).

Identification			
<i>At least one of the following must be provided as a certified copy. Please tick the one you are supplying.</i>			
Drivers Licence		Birth Certificate	
18+ Card		School ID	

Enrolment Information

Please tick the relevant box for the course/s you are enrolling in.

Program Code	Program Name	Full Program	Assessment Only/RPL Partial	Training Credit	Transfer
Accredited	CPC10120 Certificate I in Construction				
	CPC30220 Certificate III in Carpentry				
	CPCWHS1001 Prepare to work in the Construction Industry (White Card)				
	CPCCCM3001 Operate Elevated Work Platforms				
	CPCCCM2012 Work Safely at Heights				
	RIIWHS204E Work Safely at Heights				
	BSBSUS211 Participate in sustainable work Practices				
	BSB41419 Certificate IV in Work Health and Safety				
Non - Accredited	WHSQHSRNCB01 Health and Safety Representative (HSR)				
	WHSQHSRNCB02 Health and Safety Representative (HSR) Refresher				
Non-Accredited - (In House)	Stretcher Bearing				
	Fire Extinguisher Awareness				
	Future Leaders Task 6 Health & Safety, Topic 5 Emergency and Fire Response (ERP Training)				
Other					

Note 'Tick Assessment Only' if you are undertaking a Recognition of Prior Learning Assessment

Consent and Release Agreement

I hereby give Hutchies Training and its related entities my absolute right and permission to copyright and use images of me for the purpose of advertising, public relations, direct mail or any other purposes.

I hereby waive the right to any additional fees, royalties, other commissions or any payment whatsoever and will make no further claims of Hutchies Training.

Student Signature		Date	
Parent or Guardian Signature if student is under 18 years		Date	