

# Enrolment Form



## STUDENT INFORMATION

Enter your Unique Student Identifier (USI) If you don't have a USI, please see over.

Course Name	Course Code	
Title <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other	First Name	
Middle Name	Last Name	
Gender <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other	Date of Birth	D D M M Y Y
Address		
		Postcode
Home Phone	Work Phone	Mobile
Email	Alt Email	

## EMERGENCY CONTACT

Name		
Relationship	Phone	

## AVETMISS STATISTICAL INFORMATION

### Language and cultural diversity

1. In which country were you born?  
 Australia  
 Other. Please specify:  
 \_\_\_\_\_

2. Town/city you were born in?  
 \_\_\_\_\_

3. Do you speak a language other than English at home?  
 No, English only  
 Yes, other. Please specify:  
 \_\_\_\_\_

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

### Disability

5. Do you consider yourself to have a disability, impairment or long-term condition?  
 No (Go to question 5)  
 Yes (Tick below)  
 Hearing/deaf  
 Physical  
 Intellectual

Learning  
 Mental illness  
 Acquired brain impairment  
 Vision  
 Medical condition  
 Other  
 Tick if you require assistance

### Schooling

6. What is your highest completed school level?  
 Year 12 or equivalent  
 Year 11 or equivalent  
 Year 10 or equivalent  
 Year 9 or equivalent  
 Year 8 or below  
 Never attended school

7. Are you still enrolled in secondary or senior secondary education?  
 Yes  
 No

### Previous qualifications achieved

8. Have you successfully completed any of the qualifications listed below?  
 No (Go to question 9)

Yes (Tick below)  
 Certificate I  
 Certificate II  
 Certificate III (or trade certificate)  
 Certificate IV (or advanced certificate/technician)  
 Diploma (or associate diploma)  
 Advanced diploma or associate degree  
 Bachelor degree or higher degree  
 Other education (*including certificates or overseas qualifications not listed above*)  
 \_\_\_\_\_

### Employment

9. Which best describes your current employment status?  
 Full-time employee  
 Part-time employee  
 Self-employed, not employing others  
 Self-employed, employing others  
 Employed, unpaid worker in a family business

Unemployed, seeking full-time work  
 Unemployed, seeking part-time work  
 Not employed, not seeking employment

### Study reason

10. Select the item below which best describes the main reason you are undertaking this course/ traineeship/apprenticeship  
 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. Please specify:  
 \_\_\_\_\_

How did you find out about this course?	<input type="checkbox"/> Brochure	<input type="checkbox"/> Facebook	<input type="checkbox"/> KCC Website	<input type="checkbox"/> School	<input type="checkbox"/> Email
	<input type="checkbox"/> Newspaper Ad	<input type="checkbox"/> Walk-in	<input type="checkbox"/> Workplace	<input type="checkbox"/> Re-enrolment	<input type="checkbox"/> Job Service Provider
				<input type="checkbox"/> Flyer	<input type="checkbox"/> Friend

I consent to receive information about events and new courses via email, mail or phone.  Please tick if you do NOT give permission.

## STUDENT DECLARATION

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 over leaf. \*Parental/guardian consent is required for all students under the age of 18.

Student Signature	Date	D D M M Y Y
Parent/Guardian Name*		
Parent/Guardian Signature	Date	D D M M Y Y

## UNIQUE STUDENT IDENTIFIER (USI)

From 1 January 2015, Kiama Community 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). 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/your-usi/create-usi> on your computer or mobile device.

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

If you would like Kiama Community College to apply for a USI or search for your existing 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>.

I authorise Kiama Community College 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>.

## FEE DETAILS

Course Fee

Invoice #

## PAYMENT DETAILS

Payment by:  Cash  EFTPOS  Mastercard  Visa  Instalments (You will be contacted by reception for payment)

Card Number    X X X X - X X X X - X X X X - X X X X    Exp.    X X / X X    CCV    X X X

Card Holder Name

Card Holder Signature

## Enrolment Conditions

### Important Student Information

The [Student Handbook](#), available at [www.kcc.nsw.edu.au](http://www.kcc.nsw.edu.au), contains everything you need to know about learning at the College, including your rights and obligations. Please read the Student Handbook prior to signing your enrolment form. When you visit our website, the other policies that are important to read prior to your enrolment are:

- [Fees and Refund Policy](#)
- [Consumer Protection Policy](#)
- [Privacy Policy](#)
- [Grievance \(Complaints and Appeals\) Policy](#)
- [Recognition of Prior Learning Policy](#)
- [Assessment Policy](#)

Copies of the above can also be obtained from our friendly reception staff.

### When to enrol?

As early as possible as courses may be cancelled if minimum numbers are not reached (excludes distance courses).

### Who can enrol?

Anyone aged 15yrs & over may enrol. Persons under 15yrs may be eligible. Occasionally course entry requirements may apply.

### Fees, Receipts and Concessions

Fees are kept as low as possible to cover course costs. Enrolment is confirmed on payment of fees. Receipts are issued immediately for enrolments in person, at the first class for phone & mail enrolments, or by post if a self-addressed, stamped envelope is supplied. Concessions may be granted to those with a Health Care Card. Proof of entitlement (card number) must be provided.

## Privacy Statement and Consent to use & disclosure of personal information to the Department of Industry and other Government agencies

### Privacy Notice

Under the *Data Provision Requirements 2012*, Kiama Community College Inc. is required to collect Personal Information (information or an opinion about you), collected from you, your parent or guardian, such as your name, Unique Student Identifier, date of birth, contact details, training outcomes and performance, sensitive Personal Information (including your ethnicity or health information) and other enrolment and training activity-related information (together **Personal Information**) and to disclose that Personal Information to the National Centre for Vocational Education Research Ltd (NCVER). This information may also be disclosed to the Department of Industry (Department).

Your Personal Information (including the personal information contained on this enrolment form and your training activity data) may be used or disclosed by Kiama Community College Inc. for statistical, regulatory and research purposes. Kiama Community College Inc. 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, including the NSW Department of Industry;
- 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 and data linkage;

### Cancellations & Refunds

A full refund will be provided if a student withdraws more than 7 days prior to course commencement or if the College cancels a course for any reason. For any other circumstances, courses up to \$1000 there will be No Refund. For Courses over \$1000 - if the proportion of course fees paid exceeds the proportion of course sessions delivered (at the point of notification of withdrawal) a refund will be paid for this excess amount. However, a \$492 administration fee will apply. Where possible, and where it is the student's preference, enrolment in an alternative course of equal value to the refund amount can be provided instead of a refund.

### Access & Equity

If you have a disability or illness or you need help with reading, writing, English or other support, please tell us when you enrol, or tell your trainer.

### Appeals & Complaints

If you feel the College has been unjust & not acted in good faith on any issue including assessment, enrolment or course delivery please contact your trainer. If the issue is still not resolved, refer to the Student Handbook for the correct procedure.

### Student Rights & Responsibilities

Participants have the right to a qualified tutor & learning environment free from harassment or discrimination. We reserve the right to refuse entry or remove any person from class if their behaviour is deemed unacceptable, offensive or dangerous to themselves, staff or other students. Further information regarding enrolment, induction, learning and assessment, student support and your rights and responsibilities are found in the [Student Handbook](#).

- understanding how the VET market operates, for policy, workforce planning and consumer information;
- administering VET, including programme administration, regulation, monitoring and evaluation; and
- pre-populating RTO student enrolment forms.

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](http://www.ncver.edu.au)).

By signing this form, I agree:

The Department may disclose my Personal Information to other Australian Government agencies, including those located in State and Territories outside New South Wales.

The above government agencies may use my Personal Information for any purpose relating to the exercise of their government functions, including but not limited to the evaluation and assessment of my training, the determination of my eligibility to receive subsidised training or for any Fee Exemptions or Concessions. My Personal Information may also be disclosed to other third parties if required by law.

I also acknowledge and agree that the Department may contact me by telephone, email or post during or after I have ceased subsidised training with Kiama Community College Inc. for the purpose of evaluating and assessing my subsidised training.