

Enrolment Form

STUDENT INFORMATION																			
Enter your Unique Student Identifier (USI). If you don't have a USI, please see page 2																			
Course Name						Course Code													
Are you applying for recognition of prior learning or credit transfer for any units? <input type="checkbox"/> Yes <input type="checkbox"/> No																			
Title				<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other				Preferred Pronouns				<input type="checkbox"/> He <input type="checkbox"/> She <input type="checkbox"/> They <input type="checkbox"/> Other							
Gender						<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Non-binary <input type="checkbox"/> Different identity						Date of Birth		D	D	M	M	Y	Y
First Name						Preferred Name													
Middle Name						Surname													
Address																			
										Postcode									
Home Phone				Work Phone				Mobile											
Email						Alt Email													
Do you feel you may need assistance during this course? <input type="checkbox"/> Yes <input type="checkbox"/> No																			

EMERGENCY CONTACT	
Name	
Relationship	Phone

OTHER INFORMATION						
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"/> Renrolment <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. <input type="checkbox"/> Please tick if you do NOT give permission.						

FEE DETAILS	
Course Fee	Invoice #

PAYMENT DETAILS	
Payment by: <input type="checkbox"/> Cash <input type="checkbox"/> EFTPOS <input type="checkbox"/> Mastercard <input type="checkbox"/> Visa <input type="checkbox"/> 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. M M / Y Y CCV X X X
Card Holder Name	Card Holder Signature

Important Student Information

The [Student Handbook](http://www.kcc.nsw.edu.au), available at 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. Please visit our [website](#) to read our important policies.

Cancellations & Refunds

For courses with a fee of \$1000 or less, 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, refer to our [fees & refund policy](#) on our website.

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 Ltd. 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> or find your existing USI <https://www.usi.gov.au/students/find-your-usi>.

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

If you would like Kiama Community College Ltd. 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/about-us/privacy>

I authorise Kiama Community College Ltd. 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/about-us/privacy>

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 longterm condition?

- No (Go to question 6)
 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: _____

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.

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) (NVETRA 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 NVETRA 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 NVETRA 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 Department of 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 NCVER's Privacy Policy at <https://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.

DEWR is authorised by law, including the Privacy Act and NVETRA Act, to collect, use and disclose your personal information to fulfil specified functions and activities. For more information about how the 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 Kiama Community College Ltd 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

Contact Us

7-9 Railway Parade, Kiama NSW 2533, Australia (02) 4232 1050
1 Mattes Way, Bomaderry NSW 2541, Australia (02) 4423 0351
https://kcc.nsw.edu.au/doc/Privacy_Policy_v3.pdf