

# 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"/> Social Media <input type="checkbox"/> Email <input type="checkbox"/> Brochure Delivery <input type="checkbox"/> Flyer/Poster Display <input type="checkbox"/> Newspaper ad <input type="checkbox"/> Radio ad	
<input type="checkbox"/> KCC Website <input type="checkbox"/> Walk-in <input type="checkbox"/> Re-enrolment <input type="checkbox"/> Job Service Provider <input type="checkbox"/> Friend/Word of Mouth <input type="checkbox"/> School/Workplace <input type="checkbox"/> Other: _____	
I would like to receive information about events and new courses via <input type="checkbox"/> email <input type="checkbox"/> mail <input type="checkbox"/> phone (tick all that apply) <b>or</b> <input type="checkbox"/> Please do not send me information	

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 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](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. 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			
Parent/Guardian Name*											
Parent/Guardian Signature								Date			

## 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> 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 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/documents/privacy-notice-when-rto-applies-their-behalf>.

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/documents/privacy-notice-when-rto-applies-their-behalf>.

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

### 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 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 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.

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](http://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 NVETRA 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>.

#### 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\\_v2.pdf](https://kcc.nsw.edu.au/doc/Privacy_Policy_v2.pdf)