

# The Parramatta College

Post to: Reply Paid 2261, North Parramatta, 1750. Phone: 9687 2072. Fax: 9687 2217. (RTO: 90276)

## Personal Details

\* Please write the name that you used when you applied for your Unique Student Identifier (USI), including any middle names. If you do not yet have a USI and want The Parramatta College to apply for a USI on your behalf, you must write your name, including any middle names, exactly as written in the identity document you choose to use for this purpose. See section on the USI at the end of page 2 of this form for a detailed explanation.

First Name:  Middle Name (if applicable):

Family Name:

Address (do not use a PO Box):

Suburb:  Postcode:  Gender: Male (M) Female (F):

E-mail:  Date of Birth:

Home Phone:  Work Phone:  Mobile:

Unique Student Identifier (USI):  \* Required for Accredited courses **WHAT IS THIS?** call us or visit [www.usi.gov.au](http://www.usi.gov.au)

Pensioner?  No  Yes Concession card #:  Disabilities?  No  Yes Please specify

Do you need assistance? EG: Wheelchair access?  No  Yes Please specify assistance

Employment Status:  Full-time employee  Part-time employee  Self employed - not employing others  Employer  
 Employed - Unpaid in family business  Unemployed - Seeking full-time work  
 Unemployed - Seeking part-time work  Not employed and Not seeking work

Aboriginal or Torres Strait Islander?  No  Yes Australian Citizen?  No  Yes

Country of Birth  Language spoken at home

How did you find out about the college?  Website  Friend  Letter Box  Other

Highest completed High School level?  Year 9 or lower  Year 10  Year 11  Year 12

What Year did you complete that High School level (eg 1982)?

Have you completed any courses since leaving school?  No  Yes - Please select:

- Bachelor Degree or Higher  Cert IV / Advanced Certificate  Cert I  
 Advanced / Associate Diploma  Cert III / Trade Cert  Other Certificates  
 Diploma or Associate Diploma  Cert II

### English Proficiency

Very well  Well  Not well  Not at all

### Reason for Study?

- To get a job  
 To start my own business  
 To get a better job or promotion  
 I wanted extra skills for my job  
 Personal interest or self development  
 To develop my existing business  
 To try for a different career  
 It was a requirement for my job  
 To get into another course of study  Other reasons

Start Date and Time*	Course Name	Fee
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
	College membership \$5 per year to have a course guide mailed each term	<input type="text"/>
* Please ensure TIME is provided for SPORT courses		<b>TOTAL FEE</b> <input type="text"/>

## Payment Details

FULL FEES must accompany Enrolment.

Methods:  Mastercard  Visa  Cheque  Money Order  EFTPOS (only at our office)

Name on Credit Card:  Signature:

Credit Card #  /  /  /  CVV: 3 digits on back  Expiry Date:

\*Please ensure you sign declaration on next page

# Privacy Notice

Under the *Data Provision Requirements 2012*, The Parramatta College 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 The Parramatta College for statistical, administrative, regulatory and research purposes. The college may disclose your personal information for these purposes to third parties, including:

- \* Commonwealth and State or Territory government departments and authorised agencies; and
- \* NCVER;

Personal information that has been disclosed to NCVER may be used or disclosed by NCVER for the following purposes:

- \* populating authenticated VET transcripts;
- \* facilitating statistics and research relating to education, including surveys and data linkage;
- \* pre-populating RTO student enrolment forms;
- \* understanding how the VET market operates, for policy, workforce planning and consumer information; and
- \* administering VET, including program administration, regulation, monitoring and evaluation.

You may receive an NCVER student survey which may be administered by a government department or NCVER employee, agent or third party contractor or other authorised agencies. Please note 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 National 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)).

**I have read and understood the terms and conditions of enrolment (on TPC website) and wish to enrol at The Parramatta College in the course/s nominated on this form.**

Signature Field  Text Field  Date Field

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## Authorisation to apply for Unique Student Identifier (USI) on the students' behalf

The Parramatta College is unable to issue you with a nationally recognised VET qualification or statement of attainment when you complete your accredited course if you do not have a Unique Student Identifier (USI). If you have not yet obtained a USI you can apply for it directly at <http://www.usi.gov.au/create-your-USI/>.

If you would like the Parramatta College 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 <http://www.usi.gov.au/Training-Organisations/Documents/Privacy-Notice.pdf>. If you do not have access to internet and therefore, unable to access the Privacy Notice, you can ask for a copy from our enrolment officer.

I [YOUR NAME] .....authorise the Parramatta 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 pursuant to the information detailed at the Privacy Notice. Once we have collected this completed form, you will need to come to our office with a photo id (preferably driver licence or passport) and your medicare card.

Please attach etc..... and ID list